

# THURGOOD MARSHALL SCHOOL OF LAW



## EXTERNSHIP PROGRAM

### EXTERNSHIP AGREEMENT

The Student Extern, \_\_\_\_\_(name of the extern student), and the Externship Director, agree:

#### **PURPOSE:**

The Thurgood Marshall School of Law Externship Program is designed to further the extern's legal education by providing for academic credit, an experiential learning experience that immerses the student in a professional setting under the close supervision of an experienced Attorney/Judge. The program's goals are to: 1) introduce the student to and allow them to practice core competencies of the lawyering profession; 2) allow the student extern the opportunity to develop insight into legal systems and the legal profession; 3) continue the inculcation of professionalism; 4) encourage the development of professional responsibility in "live" situations; and 5) provide the student extern the ability to reflect on and learn from his or her experiences in the legal profession. The intent is to help students begin a systemic approach to life-long professional education that will help develop and strengthen their professional identity beyond law school graduation.

#### **PARTIES:**

The Field Supervisor is a licensed attorney/ judicial officer who has been practicing law for a minimum of three years; has no recent disciplinary action; and is not related to the student extern via blood nor marriage within the third consanguinity.

The Extern is currently enrolled at Thurgood Marshall School of Law and has met all minimum program requirements.

The Thurgood Marshall School of Law is accredited by the American Bar Association and abides by the Standards and Rules of Procedure for Approval of Law Schools.

## **RESPONSIBILITIES OF EACH PARTY:**

The **Field Supervisor** is expected:

1. To provide opportunities for the Extern to observe the day to day work of a licensed attorney/ Judicial Officer working in the placement, and to perform tasks typically done by an entry level attorney where appropriate.
2. To supervise the Extern, meet with the Extern at least weekly to discuss assignments, and provide feedback (written or oral) on the Extern's performance. Supervision can also be delegated to another attorney at the placement, but the Field Supervisor will complete the Extern's evaluations.
3. To complete written evaluations of the Extern's progress at the middle and end of each term. Written evaluation forms will be provided by the Law School, and the Field Supervisor will complete the form, send it to the Law School, and review the evaluation with the Extern.
4. To notify the Extern Director if the Extern is not performing competently at any time during the term.
5. To provide the Extern with adequate work space, a safe work environment, and research facilities.
6. To help the Extern conform to the jurisdiction's rules of professional responsibility.
7. To ensure that no remuneration is paid for work that is for academic credit. Externs may be reimbursed by the Field Supervisor for out-of-pocket expenses associated with the work performed.
8. To reinforce that the externship is primarily for the benefit of the Extern; that the Extern does not displace or substitute for any employees; and that, at times, supervision of the Extern may actually impede operations.

The **Extern** agrees:

1. To work for a minimum of 240 hours during the semester that I am enrolled.
2. To expect no pay for the work provided.
3. To draft a Goals Memorandum identifying three personal/professional goals within 7 days of the date that this agreement is executed. The Extern will memorialize these goals in a memorandum, and then submit the memorandum to the Externship Director for review.
4. To maintain accurate weekly time logs of all activities which detail the task and time spent completing the task.
5. To complete all tasks as assigned and supervised by the Field Supervisor or his or her delegate, consistent with the law of the jurisdiction, during regularly scheduled hours. The Extern will take no unsupervised action in any case.
6. To enroll in TWEN as maintained by the Externship Director within 14 days of the date of this agreement.
7. To review and act in accordance with the jurisdiction's rules of professional conduct with respect to all work assigned and undertaken under the direction of the Field Supervisor.

8. That the Extern will not take a bar examination during the externship. Preparing for the bar examination requires sustained attention over a period of weeks and is inconsistent with the continuous effort required for a successful externship experience.
9. If the Extern is placed on academic probation after grades are posted, but before the externship begins, the Extern will immediately notify the Externship Director in writing.
10. That this experience is for the Extern's educational benefit and does not entitle the Extern to a job with the placement.

**TERMINATION OF THE AGREEMENT:** If the Extern terminates the externship with less than 180 hours completed, without good cause as determined in advance by Thurgood Marshall law school, the Extern will receive a failing grade. If the placement is unsatisfactory to the Field Supervisor or the school, the Field Supervisor or the school must give written notice to all parties of the concerns, and provide an opportunity to remedy the deficiency. If the concerns are not remedied, the placement may be terminated.

#### ORIENTATION CHECK LIST

On the intern's first day, Field Supervisor's please make sure to review the following:

1. The function of your agency, office, or organization;
2. The role of the student extern in the office's functioning;
3. The nature of the student's work;
4. Relevant office policies and chain-of-command;
5. Schedule for weekly meetings with the student;
6. The student's expectations for the externship;
7. The student's work schedule;
8. Layout of the office and library and introduction to others;
9. Showing the student his/her work space; and,
10. Explanation of the first assignment

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Student Extern/ Date

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Stephanie Smith Ledesma, MA, JD, CWLS  
Asst. Professor  
Director of Experiential Learning Programs